



# Student Notes



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# Student Notes Report

## Reports > Student Notes

This report displays any of the following notes for one or all courses, and for one or all students.

- **Course Notes:** Notes entered in the **Course Notes** field on [Settings > Manage Courses](#). These are comments and notes entered by teachers about their courses, such as reminders, announcements, and other course-specific information. These notes are displayed to parents in ParentPortal.
- **Student Course Notes:** Notes entered by clicking the note icon next to the student's name on [Grades > Assignment Grades](#). These are course-specific notes entered by teachers about the student, and the notes are associated with specific categories. These notes are note displayed to parents in ParentPortal.
- **Course Assignment Notes:** Notes entered in the **Notes** field on [Settings > Manage Assignments](#). These are notes entered by teachers about their assignments. The notes are displayed to parents in ParentPortal.
- **Student Assignment Notes:** Notes entered by clicking the note icon next to the student's assignment grade on [Grades > Assignment Grades](#). These are assignment-specific notes entered by teachers about the student. The teacher has the option to display the note to parents in ParentPortal.
- **IPR Notes:** Notes entered in the **Note** field on [Grades > IPR Comments](#). These are student-specific notes entered by the teacher about the student relative to the IPR. These notes are printed on the IPR that is distributed to parents.

Semester: 2 ▼ Cycle: 2 ▼ Course-Section ALL ▼

## Student Notes Report Selection

**Notes Selection Options**

Student ID: ALL Enter a specific numeric student ID or ALL to include all students.:

Select Note Type: (select one or more)

- Course Notes
- Student Course Notes
- Course Assignment Notes
- Student Assignment Notes
- IPR Notes

**Viewing Options**

- Include Withdrawn Students
- Page break between courses

[Generate](#)

### Generate the report:

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester. The selected semester affects the courses listed in the <b>Course-Section</b> drop-down list, but it does not affect the notes displayed; the notes are not semester-specific. For example, for a two-semester course, the notes are displayed for the entire year.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	Select the course-section for which to print the report. Or, select <i>ALL</i> to produce the report for all of your course-sections. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

Under **Notes Selection Options**:

<b>Student ID</b>	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.
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<b>Select Note Type</b>	Select one or more note types to be printed. The descriptions for each note type are listed above.	
	If you select <b>Student Course Notes</b> , the following fields appear:	
	<b>Note Category</b>	Select the category of notes you want to view. Or, select <i>ALL</i> to include all categories.
	<b>Notes Created By</b>	Select a user name to see only notes entered by that user. Or, select <i>ALL</i> to include notes from all users.
	<b>Sort Order</b>	Indicate if you want these notes sorted by note category or user name on the report.

Under **Viewing Options**:

<b>Include withdrawn students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
<b>Page break between courses</b>	Select to print one course per page. Otherwise, the data will print continuously.

Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.